

**TODAY'S DATE** \_\_\_\_\_

### HOURS OF OPERATION:

<b>Civic Center</b>	<b>Cultural Arts Center</b>
<b>401 E. Seminole Blvd</b>	<b>119 W. 5<sup>th</sup> St</b>
<b>6AM Till 12 Midnight</b>	<b>8AM Till 10PM</b>
<b>For Questions: 407. 688. 5129</b>	

### Remember to determine your “total” time is to based on Setup, Event & Clean-Up

The above closing times mean that any music and activity is to be stopped and clean up is to be completed and you are ready to leave building. No loitering is allowed in the parking lot at any time. Please leave the area quietly after closing. Any extension beyond the above hours must be approved before the time of the event and fees will assessed.

You will only have access to the facility during the hours you have indicated above. Any vendor you schedule for your event will only have access to the facility during those times.

All items brought into the facility must be removed from the premises by the end of your scheduled clean-up time. Please notify your vendors of this policy. **(Initial)** \_\_\_\_\_

In event of an emergency situation or natural disaster (ex: A hurricane is projected to impact the area during your scheduled event) there is a possibility that your event will need to be cancelled or rescheduled. You will be notified as soon as this is foreseeable.

Once the contract has been signed and the fees are paid, any changes must be made in writing at the Senior Center Office address by the applicant only. All changes must be made at least one week before the scheduled event. If you cancel the original date requested, all deposits and money paid will be forfeited. **(Initial)** \_\_\_\_\_

Police officers will be required for all events serving alcohol. The fee is **\$35.50** per hour per officer with a 4 hour minimum. This is due with final payment of lease. (Effective April 1, 2017)

Applicant is responsible for the control of uninvited guests and children under 21 consuming alcohol. Violators will risk immediate termination of their event by the City of Sanford staff and the Sanford Police Department. No refunds will be given. **(Initial)** \_\_\_\_\_

If alcoholic beverages are sold at an event, a Florida State Liquor License will be required on premise.

**SMOKING** or smokeless tobacco is not allowed in the building. This includes: E-Cigarettes and Vapor Cigarettes.

No pyrotechnics, fog, smoke, or bubble machines are allowed inside the building. Any devices that release smoke will set-off the fire alarm.

The use of confetti, glitter, and/or throwing of rice **IS NOT** allowed. (Bird-seed is allowed if thrown outside of the hall and the area should be left clean afterward).

**DJ's music or live music** must be kept at a reasonable level. Amplified music must not be heard outside of building. All music is to be stopped with ample time so DJ's or band (performers) can break down their equipment and be ready to leave by end of your rental time.

No animals (except guide dog) are allowed in the buildings unless arrangements have been made 30 days in advance of the event.

### General Information and Regulations

No cooking of foods is allowed in the Cultural Arts Center and only in the Civic Center kitchen due to fire codes. Hot pots, pans and dishes cannot be put directly on the tables. Some sort of protection is required.**(Initial)** \_\_\_\_\_

No pins, staples, nails etc. can be used in wood (ie: stages, staircases, banisters, mantels, etc.) The courtyard behind the Civic Center is a public park. Centennial Park across from the Cultural Arts Center is available to rent through the Parks Department.

**City Equipment** City equipment, including kitchen appliances, holiday decorations, wall hangings, plants, etc. may not be moved or removed for any reason. In addition, equipment including tables, chairs, and their storage racks may not be taken outside. All non-city equipment (tables, chairs, decorations, linens, etc.) must be removed from the property at the end of rental time.

Lessee is expected to arrive and occupy building according to times specified on contract.

**Post Event Clean-up**

1. All trash on floors, in restrooms and in garbage receptacles is to be placed in the trash dumpster outside in the appropriate dispense container.
2. Kitchen sink, counters, and walls are to be wiped down and cleared of all food articles.
3. Spills inside the convection oven or refrigerator are to be wiped up and left clean.
4. Kitchen is to be swept and mopped if needed.
5. No grease is to be poured in the sink. All grease is to be placed in the dumpster outside.
6. The front driveway, entire hall, and walkways are to be cleared of all trash articles and left clean.

**(Initial)** \_\_\_\_\_

**Special Requests**

All special requests must be made in writing and approved by a representative of the City of Sanford.

**Reservations**

Reserved dates can only be held with a completed application and the nonrefundable deposit.

**Civic Center - \$107.00 for each day reserved (\$100.00 plus 7% sales tax)**

**Cultural Arts - \$80.25 for each day reserved (\$75.00 plus 7% sales tax)**

**\*ALL DEPOSITS ARE NONREFUNDABLE\* (Initial) \_\_\_\_\_**

**Payment Schedule**

Deposits will be deducted from amount due for rentals. The remaining balance is due 30 (thirty) days prior to the scheduled event.

Payments can be made in person or mailed to the office. (City of Sanford, Recreation Department., Attn: Alvarise James, P.O. Box 1788, Sanford, FL 32772-1788).

Final payment should be received 30 days prior to contracted event date.

Late payments may jeopardize your rental.

All monies paid are nonrefundable. All payments are to be made by check, money order or cash.  
(Please do not mail cash)

Floor plans and a list of requested equipment must be submitted no less than ten (10) days prior to event.

**Cancellation**

All cancellations are to be made in writing by the applicant in person or by E-mail at:

City of Sanford, Recreation Department., P.O. Box 1788, Sanford, FL 32772-1788 (Mailing address) or  
401 E. Seminole Blvd., Sanford, FL 32772-1788 (physical address) or

by E-Mail to: [Alvarise.James@sanfordfl.gov](mailto:Alvarise.James@sanfordfl.gov) or Kim Parmelee [Kim.Parmelee@sanfordfl.gov](mailto:Kim.Parmelee@sanfordfl.gov)

## **HOLD HARMLESS AND INDEMNIFICATION AND SOUND LEVELS AGREEMENT**

\_\_\_\_\_, hereinafter referred to as 'Vendor', agrees through the  
(Insert Official Name of Vendor)  
signing of this document by an authorized party, intending to be legally bound for themselves and their  
heirs, executors and administrators, covenants and agrees to Indemnify and Hold Harmless and defend the City of  
Sanford, the elected and appointed officials of the City of Sanford, the City Manager, department heads, division heads,  
supervisors, employees and volunteers for the City of Sanford of the foregoing, and their heirs, representatives,  
successors, executors, administrators and assigns from and against any and all suits and actions including attorneys fees  
and all costs of litigation and judgments, claims for damages or injuries, including death, to persons or property of  
whatever kind or character, whether real, personal or mixed, asserted or occurring from every name and description  
arising out of or incidental to the Vendor's activity at the City of Sanford, Florida, \_\_\_\_\_  
whether or not due to or caused by the negligence of the City of Sanford, excluding (describe activity)  
only the sole negligence of the City of Sanford. This provision shall also pertain to any claims against the City of Sanford  
by any employee of Vendor or anyone directly or indirectly employed by Vendor.

### **Sound Levels and Live Music Rules & Regulations and are defined as:**

Singing, laughing, music, microphones, disc jockeys and use audio equipment of any kind. The sound level can not be  
high enough so that it can be heard outside the building. If any city personnel or police officers determine the sound level  
is too loud, the event will be terminated immediately and there will be no refund.

This \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title (President, Vice President, etc)



## **City of Sanford Civic Center and Bettye D. Smith Cultural Arts Center Frequently Asked Questions**

**Q. How far in advance can I book a rental?**

A. Bookings may be set up to 12 months in advance.

**Q. What is the process for reserving a rental space?**

A. All rentals are first come, first served. A \$100.00 deposit plus 7% tax(\$107.00) is required for the Civic Center per day and a \$75.00 deposit plus 7% tax(\$80.25) is required for the Cultural Arts Center per day.

**Q. When can I come by to make a reservation?**

A. Reservations may be made in person Monday through Friday between the hours of 8:00am and 4:30pm. It is recommended that you call to make an appointment.

**Q. Can you "pencil" me in for a rental?**

A. Courtesy holds may be accepted and held for a maximum of five (5) business days. At that time, the hold will expire without notice. Courtesy holds expire on the 6<sup>th</sup> day of the hold.

**Q. Are tables and chairs available?**

A. The Civic Center has:	8' (96") x 30" & 30"H Banquet tables	60
	5' (60") round tables-30"H	35
	Chairs	600
The Cultural Arts Center has:	5' (60") x 30" & 30"H Banquet tables	20
	Chairs	100

These tables and chairs are available for use. All equipment is for use on the inside of the buildings only.

**Q. How late can I stay?**

A. Your event must end and all of the guests must vacate the premises by the end of your rental period. We do not rent past Midnight at the Civic Center or past 10:00PM at the Cultural Arts Center.

**Q. What if we're having a great time and stay later than our rental period?**

A. The standard hourly rate for building rental will be doubled and charged for any time you are in the building past your rental period.

**Q. Will I receive a refund if we leave early?**

A. No. You must plan your event as accurately as possible.

**Q. Can I choose my own caterer or vendors?**

A. You may use any caterer of your choosing or do it yourself. The caterers and vendors that you hire are under the same time frame as the lessee and can not enter before or after those hours. Please take this into consideration when determining the hours you will need.

Q. When can I have items delivered from my caterer, florist, DJ, etc?

A. Caterers and vendors need to be scheduled so they will be entering and leaving according to the times on the contract.

Q. Can I come anytime to view the buildings and have a meeting with my caterer or florist?

A. The building is open Monday-Friday 8:00AM-4:30PM. It is recommended that you call and make arrangements to visit the building as an event may be in progress.

Q. Can I have a live band or DJ?

A. Yes. The city does have a noise ordinance that goes into effect at 10:00PM, Please have the exterior doors closed and contain the sound within the building. Please respect that our buildings are in a residential area and keep noise levels outside of the building to a minimum at all times.

Q. How many parking spaces are available?

A. The Civic Center parking can accommodate 100 vehicles. The Cultural Arts Center had adequate parking on the street. Be aware, other functions may be going on in the building or area and the amount of spaces available to your party is not guaranteed. Overflow parking is available for larger groups.

Q. Can my flower girl throw rose petals?

A. You may only throw or release biodegradable rice, bubbles or butterflies. Flower petals, birdseed, sparklers are not permitted. Silk flowers may be used only for decoration, they are not to be dropped or thrown.

Q. Are there any decorating restrictions?

A. Decorations within reason are allowed and must be approved by the supervisor of the Civic Center and Cultural Arts Center. You may only decorate the area you have rented. It is the lessee's responsibility to remove ALL decorations immediately after your event. You may NOT use tacks, nails, staples, etc to attach the decorations. Glitter and other confetti-like decorations are also not permitted.

Q. Will I be given a key?

A. You will not be given a key. The City of Sanford requires that any time anyone is in the building a city of employee must be on the premises and will be only scheduled to work during the hours of the rental.